



Council on Technology Services

Mobile Workforce Workgroup

Final Minutes

October 25, 2006

9:00 a.m. – 11:00 a.m.

Virginia Retirement System Headquarters

1200 E. Main St., Richmond, VA 23219

Members Present

Farley Beaton, Chairman (VRS)
Jerry Allgeier (VDACS)
Jeanne Branch (DPOR)
Linda Foster (TAX)

Darlene Quackenbush (JMU)
Bob Smith (Courts)
Mark Willis (VCU)

Members Absent

Bethann Canada (DOE)

Others Present

Mike Hammel, Staff (VITA)
Christopher Doss (Alliance Group Ltd.)

C. W. Laugerbaum (Indigetechn)
Fred Norman (CVC, LLC)

Call to Order

Chairman Farley Beaton called the meeting of the COTS Mobile Workforce Workgroup to order at 9:08 a.m.

Approval of the Minutes

Farley asked if there were any changes or corrections to the minutes from the October 11, 2006 meeting. There being none, the minutes were approved as presented.

Outline of the White Paper

Farley reviewed the draft outline for the white paper. He reiterated that the workgroup needs to rely primarily on existing resources and to summarize and reference them in the paper. Mike agreed to work on a template for the Resource Guide portion of the white paper. He also agreed to be responsible for the two sections not identified in the work plan titled "Existing state policies/guidelines" and "Glossary".

Best Practices

Darlene and Jeanne reviewed the Best Practices (BP) they developed and distributed to the workgroup. Mark and Linda both noted that, in their experience, middle management continues to be the biggest stumbling block. Linda suggested adding a BP concerning the designation of a telework coordinator. It was also suggested that a BP be added pertaining to periodically gauging the success of the program and being prepared to make changes as needed. Additional discussion suggested that best practices be developed concerning telework agreements and providing training to both teleworkers and their managers.

Best Practice Organizations

The group discussed the Best Practice Organizations section. It was agreed that each organizational entry should include a summary of the program, a summary of why we thought their program was representative of a best practice organization, our observations, and links to the appropriate resources. Assignments were made as follows:

Federal Government:	Darlene
Fairfax County:	Mike
Loudoun County:	Jeanne
State of Arizona:	Jerry
State of Maryland:	Linda
IBM:	Bob
Other private sector companies:	Mark

IBM Presentation

Bob Smith will attempt once again to invite IBM to make a presentation at the next meeting. The focus will be on IBM's extensive experience with teleworking, best practices, etc.

Meeting Schedule

The next meetings are scheduled for November 8th, 15th, and December 6th, 20th.

New Business & Public Comment

Farley asked if any Workgroup members had new business to bring to the Council. There was none.

Farley asked for public comment. There was none.

Adjournment

There being no further business, Farley adjourned the meeting at 10:15 AM.